



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 10, no. 4

GP 3.16/3-2: 10/4

February 1989

AGENDA

DEPOSITORY LIBRARY COUNCIL TO THE PUBLIC PRINTER
March 8-10, 1989
Pittsburgh, PA

Wednesday, March 8, 1989

A.M.

8:45-9:00	Welcome/Announcements	Vicki Phillips, Chair
9:00-9:15	Remarks	Public Printer or his representative
9:15-9:30	Superintendent of Documents Update	Don Fosseadal, GPO
9:30-9:45	LPS Update	Mark Scully, GPO
9:45-10:00	Report on Council activities between fall and spring meetings	Vicki Phillips, Chair
10:00-10:15	BREAK	
10:15-10:30	LPS Information Technology Program Update	Jan Erickson, GPO
10:30-11:15	EPA Toxic Release Inventory Data Base	Gerry Brown, EPA
11:15-11:45	Report on ACSIS (Acquisition, Classification, & Shipment Information System)	John Beaton, GPO
11:45-1:00	LUNCH	
P.M.		
1:00-2:00	Recommendations/ responses from fall 1988 meeting	Vicki Phillips, Chair Bonnie Trivizas, GPO Mark Scully, GPO

2:00-2:30	JCP Update	Bernadine Hoduski, JCP Anthony Zagami, JCP
2:30-2:45	BREAK	
2:45-3:15	Marketing Update/ Videos	Joyce Truman, GPO
3:15-3:45	GPO Cataloging	Gil Baldwin, GPO
3:45	ADJOURN	
3:45-4:45	Discussion with librarians interested in bibliographic control issues	
3:45-4:45	Council Subcommittee on Criteria for Paper Distribution	

* * * * *

Thursday, March 9, 1989

A.M.

8:45-9:00	Announcements	Vicki Phillips, Chair
9:00-10:00	Seminar on GPO Acquisitions	Sheila McGarr, GPO
10:00-10:15	BREAK	
10:15-11:15	Report	Cynthia Bower, University of Arizona
11:15-11:45	Electronic Distribu- tion Task Force	Bonnie Trivizas, GPO
11:45-1:00	LUNCH	

P.M.

1:00-1:30	OCLC/Holdings Records	Liz Bishoff, OCLC
1:30-1:45	Regional Libraries Activities	Ridley Kessler, Univer- sity of North Carolina Gary Cornwall, University of Florida

1:45-3:30 Open Forum Ridley Kessler, Chair Elect

3:30 **ADJOURN**

3:45 Council Work Session

* * * * * * * * * * * *

Friday, March 10, 1989

A.M.

8:45-9:00	Announcements	Vicki Phillips, Chair
9:00-9:45	Speech	Toni Carbo Bearman, Dean School of Library and Information Science, University of Pittsburgh
9:45-11:45	Council Recommen- dations/Discussion	Vicki Phillips, Chair
11:45-Noon	Election of Officers/ Announcements	Vicki Phillips, Chair
Noon	ADJOURN	

Inspection Team Update

A total of 307 federal depository libraries were inspected in fiscal year 1988. Even with this record number of inspections there is still an average six-year interval between inspection visits.

While the Instructions to Depository Libraries has been completely updated, the distribution of Transmittal #3 of the Federal Depository Library Manual has been delayed while we wait for additional updated information to be included in the Transmittal.

The 1989 Biennial Survey will be distributed at the end of the month to all federal depository libraries. Information on the depository statistics needed to complete the survey was provided in volume 9, #23 of Administrative Notes.

Seventy-five documents librarians have confirmed reservations for the second Annual Interagency Depository Seminar, which will be held in Washington, DC during the last week in April. There is a waiting list of librarians for this seminar.

Improved Quality and Service from the Depository Distribution Division

Depository Claims

During the first quarter of fiscal year 1988 approximately two million hard copy documents were distributed, against which 7,704 library claims were filed. This represented an 18.5% reduction in hard copy claims as compared with the same quarter in fiscal year 1987.

In the first quarter of fiscal year 1989 some 2,040,000 hard copy documents were shipped, while only 6,647 claims were received by LPS. This continuing, downward trend is a reflection of the sustained emphasis on quality control in LPS distribution operations.

First Class Delivery of Administrative Notes

Commencing with the volume 10, number 3 issue, Administrative Notes will be shipped to libraries under first class postage, rather than in depository shipment boxes. The expedited delivery of newsletter issues should be most noticeable to libraries on the West Coast.

Depository Distribution Division Statistics

The following Depository Distribution Division statistics compare FY 88 first quarter with FY 89 first quarter:

Number of titles distributed in paper:

FY 88	FY 89
4,463	4,819

Number of titles distributed in microfiche:

FY 88	FY 89
4,471	3,557

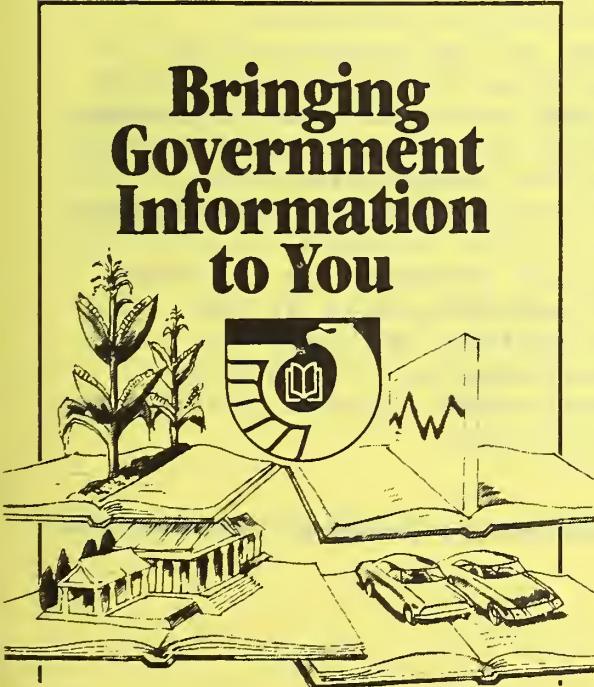
Number of claims of paper publications:

FY 88	FY 89
7,704	6,647

Number of copies distributed in paper

FY 88	FY 89
1,994,229	2,032,469

**Bringing
Government
Information
to You**



**DEPOSITORY LIBRARIES
ACCESS = AWARENESS**

Classification and Cataloging Branch Improves Services

Already halfway into the 1989 Monthly Catalog production year, the Branch staff is working ahead of the pace set in the first four months of FY1988. From October 1988 through January 1989, a total of 9,323 titles were cataloged, an increase of 4.1% over the same period last year. This increase is largely due to the catalogers who joined LPS in late 1987 and early 1988 really hitting their stride, as the cataloging staff has been reduced by one over that period.

In the classification area, LPS is taking steps to simplify the SuDocs classification process. Although the policy of assigning unique class stems to serial titles is still viable, it is not being applied automatically. Each case is being examined closely for its appropriateness and its potential impact on the system, both here at LPS and in the depositories. LPS is pleased that the Council endorsed the simplified classification of the Area Wage Surveys. This proposal was developed by Laurie Hall, the new Chief of Cataloging Section 1, and should go far to alleviate the problems caused by the assignment of a unique class stem to each metropolitan area.

Also being examined on a case-by-case basis is the practice of assigning a separate classification number to each physical piece within a multipart item which is issued as a unit. This type of material, exemplified by a folder or jacket containing numerous sheets, will likely receive a single class covering the entire publication. Application of this procedure will depend on the timing of LPS' receipt of the material and the degree to which identification would be possible in a depository setting should the parts become separated.

We have completed the first stages of implementing the Linked Systems Project (LSP), through which GPO will contribute its name authority records to the LC and national name authority files via the OCLC system rather than by using paper worksheets. This should result in improved access for other cataloging institutions to the authority records prepared by GPO catalogers.

In January, the LPS cataloging staff attended an in-house subject cataloging workshop developed and presented by the subject cataloging specialists on the staff. Designed to heighten awareness of thorny subject cataloging issues for Government publications, this workshop should improve quality in the cataloging operation.

Progress Through the Information Technology Program

If you've examined depository shipping lists recently, you are already aware of a project that has been the focus of the Information Technology Program (ITP) since October. In January, the Depository Administration Branch (DAB) implemented a new microcomputer-based system to generate shipping lists for depository libraries. The shipping processing system, which runs on IBM PS/2's located in LPS, is comprised of about 60 dBase III programs which create and maintain publication records, files, and produce outputs like depository shipping lists.

The new system is expected to improve accuracy and reduce processing time by eliminating certain operations, such as manually typing cards for the DAB shelflist. Furthermore, it will pave the way for development of the Acquisition, Classification, and Shipment Information System (ACESIS) by capturing publication data in machine-readable form.

LPS will be exploring the feasibility of disseminating the resulting data base in machine readable format.

On another front, the second stage of distribution for Census Test Disc #2 is expected to take place in late March or early April, 1989. The first stage of distribution occurred in September when copies of the CD-ROM were distributed to 143 "resource libraries." A complete list of the resource libraries as well as technical documentation published by the Census Bureau will accompany the CD-ROM.

Marketing Office Welcomes Your Poster Ideas!

The Marketing Office of the GPO is looking for some good ideas for posters promoting government publications. These posters would be displayed in both depository and non-depository libraries; one purpose is to direct people in non-depository libraries to government publications available in depositories. For more information or if you have an idea, please contact:

Charles B. McKeown
Director, Office of Marketing
U.S. Government Printing Office
Mail Stop: SM
Washington, DC 20401
Telephone: (202) 275-2981

Daily Congressional Record Indexes

In its recommendation #11 (Spring 1988), the Depository Library Council urged the Library Programs Service (LPS) to obtain copies of the daily Congressional Record biweekly indexes for volume 131 (1985) in order to fill gaps which many depositories have in their collections. (See the entire recommendation and LPS response in Administrative Notes, v.9, #18, October 1988, p. 30-31).

As there are microfiche contracts in place, LPS has sought volunteers who would sacrifice their library's issues of the biweekly indexes for the benefit of the depository library community. Two librarians graciously came forward, Clyde Hordusky, State Library of Ohio, and Carol Gordon, Milwaukee Public Library.

Now that LPS has a complete collection of biweekly indexes, we have begun to batch them for conversion by the microfiche contractor. Once the fiche are received and pass quality assurance inspection, they will be sent to depository libraries selecting item numbers 0994-B (P) and 0994-C (MF). This approach will be used because only paper distribution was available in 1985 and dual distribution of the daily Congressional Record did not begin until 1986.

In addition, the Congressional Record Index Office has informed LPS that the index for volume 131 of the bound Congressional Record is nearly complete as far as the indexing process is concerned. This information will then be transmitted to the Congressional Printing Management Division (CPMD). This office (CPMD) must schedule the printing of this index with the Production Department. The stages of the index include such activities as galley proofs, page proofs, press run, binding, mailers, etc. It will be many months before the final index is available for depository distribution in paper. For those libraries selecting microfiche, the wait is even longer because of the steps for fiche conversion.

In the meantime, depository libraries will receive the biweekly indexes in April.

STATUS OF MICROFICHE CONTRACTS

The Library Programs Service (LPS) has begun to resume normal deliveries of microfiche to depository libraries after more than a year. From October 1, 1988 to January 31, 1989, almost 5,000 titles (2.4 million copies) have been shipped. The number of titles will increase each month until the backlogs have been eliminated. LPS estimates that fiche distribution will be current by September 30, 1989.

The on-time delivery of the fiche and the quality have improved with the awarding of multiple contracts. The oversight has been strengthened and the specifications have been tightened. In fact, there is a Microfiche Task Force consisting of members from LPS, Term Contracts, Quality Control and Technical Department, etc., which meets regularly. The number of rejected print orders has declined with the new contractors.

The B456-S contract, "Microfiche from agency-supplied silvers", which contains the JPRS, FBIS, NASA, Open File Reports, Climatological Data, etc., was awarded on January 24, 1989. With over 13,000 silver reproducible microfiche, which translates to nearly 4 million diazo duplicates, it will be some time before this backlog is distributed.

The B376-S Map contract was awarded on February 10, 1989. This contract's primary purpose is to convert to microfiche books with maps in the pockets for the International Exchange Service libraries. In the majority of cases, these are dual format publications that the Federal depository libraries received in paper some time ago. However, there are a number of books with maps targeted for conversion for domestic libraries because the titles are "microfiche only" format.

The contract for the reprocurement of the defaulted microfiche, B551-S, is winding down. Most of the 1800 print orders, including over 4000 individual titles from March - August 1987, have been converted to microfiche. After they undergo quality assurance inspection and are typed onto shipping lists, they will be distributed.

Depository Microfiche Contracts: Status Report

B613S - Microfiche of Code of Federal Regulations

Term: June 23, 1988 - January 31, 1989

Status: Bid opening February 10, 1989

B456S - Microfiche duplicated from Government-Furnished microfiche

Term: January 1, 1989 - December 31, 1989

Status: Awarded January 24, 1989

B513S - Monthly Catalog microfiche

Term: May 23, 1988 - February 28, 1989

Status: Bid opening February 23, 1989

B486S - Congressional Record (bound) microfiche

Status: "on hold" by direction of JCP

B532S - Microfiche of Committee Prints and Hearings

Term: August 9, 1988 - May 31, 1989

Status: Awarded August 9, 1988

B562S - Microfiche of Congressional Reports and Documents

Term: August 16, 1988 - March 31, 1989

Status: Defaulted January 26, 1989

B568S - Microfiche of CIJE, SEC Dockets, GAO, etc.

Term: August 16, 1988 - March 31, 1989

Status: Awarded August 16, 1988

B354S - Microfiche of Miscellaneous Publications

Term: June 15, 1988 - April 30, 1989

Status: Awarded June 15, 1988

B551S - Reprocurement of defaulted microfiche

Term: July 11, 1988 - April 28, 1989

Status: Awarded July 11, 1988

B376S - Microfiche of Maps

Term: Date of Award through December 31, 1989

Status: Conducting pre-award test

B592S - Microfiche of Congressional Bills

Term: January 1, 1989 - March 31, 1991

Status: Awarded February 10, 1989

Update on the Bound Congressional Record

In its October 13, 1988 letter to the Public Printer, the Joint Committee on Printing (JCP) directed the Government Printing Office (GPO) to "continue to offer the final bound version of this publication (Congressional Record) to depository libraries in paper format."

The following points represent GPO's understanding of JCP staff directions in implementing the October 13 directive.

1. Volumes 129-131, covering 1983-1985, are the only volumes authorized to be reprinted in paper. Authorization is required from the Appropriations Committees prior to furnishing 1986 and subsequent years in paper.
2. Those 540 depository libraries currently selecting the bound Congressional Record in paper are the only ones entitled to paper copies.
3. Based on the JCP letter of April 20, 1988, GPO has not been authorized to advertise the microfiche conversion contract for the Congressional Record. Thus, those 850 libraries currently selecting microfiche will receive nothing.
4. JCP will experiment with volume 131 in CD-ROM. All 1400 depositories will receive the test disk for the Congressional Record in late 1989 or early 1990.
5. If the CD-ROM for volume 131 is successful, then other years, beginning with volume 129, would be converted to CD-ROM. At this point LPS could survey depository libraries to ascertain the preferred format in which each library wishes to receive the bound Congressional Record.
6. Should the CD-ROM project be unsuccessful, JCP could then authorize the conversion to microfiche of all volumes beginning with 129. For such an eventuality, LPS must retain and store all of these bound Congressional Record volumes.

USGS Map Update

At the Federal Documents Task Force session on January 7 at the American Library Association and at the Cartographic Users Advisory Council meeting on January 13, Charles Bennett, U. S. Geological Survey, provided the following information:

1. The 1:100,000 scale maps are currently available in two editions - topographic (with contours) and planimetric (without contours). These maps are distributed under item number 0619-G-25, SuDocs class I 19.110:. The planimetric editions have been published to expedite completion of the series. As the series is virtually complete, USGS is now converting all of the planimetric editions to topographic editions. Therefore, new topographic editions will supersede the planimetric editions now in your map collection.
2. Conversion of USGS State map indexes to the booklet index (Index to Topographic and other Map Coverage, I 19.41/6-3:) and catalog format (Catalog of Topographic and Other Published Maps, I 19.41/6-2:) -- USGS estimates availability of all states during the summer of 1989. Currently 34 states are available in the new booklet format. Once all states are completed, USGS will update the booklet catalog on map availability on a one-to-two year cycle. The index booklets do not require updating. These booklets are shipped under item number 0619-M-state numbers.
3. The new one-sheet State Supplemental Index, 1:1 million scale, which will accompany the State booklet indexes and catalogs, is now in production. Colorado, the first to be printed, is now available and five other states will soon be printed. Soon, these six states will be sent to those libraries selecting the 0619-M-state numbers.
4. A new USGS index depicting the US/Mexico border, 1:25,000-scale photoimage maps, will soon be published. It will locate and name each of the 203 maps along the four-state border. USGS expects this index to be available in Spring 1989 for shipment to those libraries which select maps of these border states.
5. Map libraries have recently received what appear to be older USGS topographic maps which duplicate those already in map collections. Please be aware that these are older maps which have been reprinted with corrections in order to replenish stock in the USGS Distribution Center in Denver, CO.

To determine whether a map has been reprinted with corrections, look at the date at the end of the imprint note

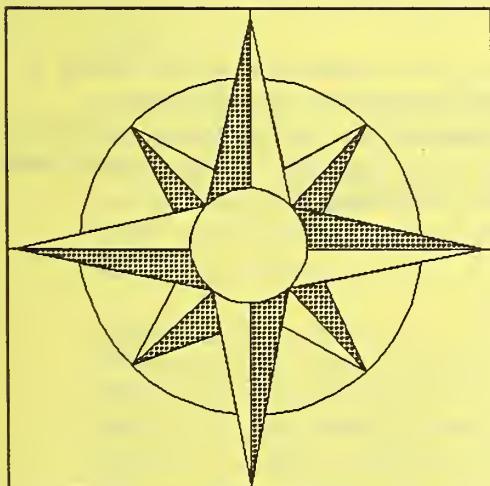
[normally found just under the map neatline in the lower right-hand corner]. The imprint note reads "Interior -- Geological Survey, Reston, Virginia -- (date). If the date is current (1987, 1988, or 1989), the map is a reprint with corrections. These maps are sent to depositories in order to keep their collections current.

If the date is not current (before 1987), the map is a reprint without corrections. Maps that are reprinted without corrections are not sent to depositories because they duplicate previously shipped maps. The maps recently received by map depositories are dated 1987 and 1988, so they are reprints with corrections and not duplicates.

A major correction is the update and resultant shift of the North American Datum from 1927 to 1983, which is noted on all of the maps. For Example, the note could be shown to the left of the title block in the lower right corner, or in the information block in the lower left corner.

As always, should librarians have any questions or the need to request missing indexes, please use the following address:

Mr. Charles Bennett
Product Distribution Policy Office
MS 508
U.S. Geological Survey
Reston, VA 22092
(703) 648-5774



**Explore
the World**
...in a **MAP** Depository Library

Responses To Recommendations From
Depository Library Council
Fall 1988 Meeting

1. **RECOMMENDATION:** The Depository Library Council requests that the Public Printer convey to the Archivist of the United States our appreciation for inclusion of the GPO printed archives in its new Center for Legislative Archives. We also urge the Public Printer to encourage the National Archives to continue its efforts, such as the recent arrangement of the collection by SuDoc number, to make the collection more visible and accessible to depository libraries and the general public.

RESPONSE: The Acting Public has sent the following letter to the Archivist of the United States:

Mr. Don W. Wilson
Archivist
National Archives and Records
Administration
7th & Pennsylvania Avenue NW.
Washington, DC 20408

Dear Mr. Wilson:

At the request of the Depository Library Council to the Public Printer, I am writing to convey its appreciation of the National Archives and Records Administration's (NARA) efforts toward improved access to Government documents. The enclosed Recommendation from the October 1988 meeting of the Council expresses the importance of NARA's activities to the community of documents librarians.

Please accept my gratitude as well. GPO shares with NARA a common goal of making Government information products accessible to the American public, and the inclusion of the GPO documents library in the Center for Legislative Archives will certainly provide better public access to that collection than ever before.

Sincerely,

JOSEPH E. JENIFER
Acting Public Printer

2. **RECOMMENDATION:** The Depository Library Council recommends that GPO Marketing develop depository library promotional posters for use in non-depository libraries. These posters would direct users to the nearest depository for their government information needs.

RATIONALE: This would help to increase public awareness of the Federal Depository Library Program by encouraging referrals to depositories from non-depositories. A blank space for identification of the nearest depository would allow for the customization of the poster by the recipient library.

RESPONSE: The Office of Marketing will be developing posters which promote the use of government documents for display in both depository and non-depository libraries. Provision is being made for those posters displayed in non-depository libraries to direct people to depositories. The library community has been solicited for suggestions through a notice which appeared in DTTP, V. 16, No. 4 (Dec. 1988) as well as through a notice in the February 1989 issue of Administrative Notes (Vol. 10, No. 4).

3. **RECOMMENDATION:** The Depository Library Council requests that Library Programs Service arrange for a report on the status of the development of the Acquisition, Classification and Shipment Information System (ACESIS) to be presented at the Spring 1989 Council Meeting. Council further requests that milestones past and future be specified and that a timetable for achievement of future milestones be provided. If units other than Library Programs Service are, or will be, involved in future stages of development, representatives of those units should be asked to comment on the aspects of system development in which they will be involved.

RATIONALE: ACSIS holds the promise of resolving a number of difficulties experienced by both GPO and the depository libraries which are serials control, flexibility of item selection, acquisition of fugitive documents, etc. Council and the depository community have a vital interest in its development.

RESPONSE: Library Programs Service has conveyed Council's request to the Office of Information Resources Management. They have arranged for John Beaton, Chief, Library and Support Systems Branch, to report on the status of the ACSIS System. Mr. Beaton's presentation is scheduled for Wednesday, March 8, from 11:15-11:45 a.m.

4. **RECOMMENDATION:** The Depository Library Council urges the Library Programs Service Information Technology Program to identify electronic products produced by Federal agencies, and to actively solicit these products for depository distribution.

RATIONALE: Federal agencies are producing electronic products with increasing frequency. In order for depositories to fulfill their role as a key channel for public access to federal information, they will need access to these electronic products.

RESPONSE: When a Federal agency produces an electronic information product through the Government Printing Office, the Library Programs Service evaluates the suitability of that product for depository distribution. This was the case with Census Test Disk #2, which was the first such product distributed to depositories.

In January 1989, the Acting Public Printer established an Electronic Dissemination Task Force within the GPO. This Task Force was formed to centralize research, planning, liaison work, and intra-agency coordination of activities relative to the electronic dissemination of information. Bonnie Trivizas will appear before the Spring 1989 Council meeting to explain more about the Task Force and its activities.

5. **RECOMMENDATION:** The Depository Library Council requests that the Public Printer make available the final report of The Academic and Public Depository Library User Study to the Depository Library Council by January 30, 1989. Council further recommends that a succinct summary be prepared for inclusion in the February issue of Administrative Notes and that copies of the full report be made available to the entire depository community upon its publication.

RATIONALE: The Council needs adequate time to study the final report in order to make informed comments at the March Depository Library Council Meeting. The summary will preview the published report and provide the depository community with timely information until such time as the full report is distributed.

RESPONSE: As noted in the Vol. 10, No. 1 (January 1989) issue of Administrative Notes, the delivery date of the contractor's final report has been extended until February 15, 1989. LPS will distribute copies of the final report to Council members upon completion of GPO's internal review and

approval process. Additionally, LPS will publish a summary of the report in Administrative Notes, as well as print and distribute paper copies of the full report to all depository libraries. Due to the delayed delivery of the final report, the time frame which Council has specified will not be met.

6. **RECOMMENDATION:** The Depository Library Council requests that GPO investigate the status of reports missing from the Depository Library system, such as those listed in the appendices of the Sears and Lewis article ("Currency of Selected U.S. Federal Government Agency Annual Reports Received by Depository Libraries," Government Publications Review, Vol. 15, pp. 323-341, 1988) and report their findings in Administrative Notes as a first step in resolving this type of problem.

RATIONALE: This study shows that many annual reports that are in the List of Classes are currently published, but not received by GPO for distribution; other reports were found to be discontinued, while still others were shown not to be current. The List of Classes is an important administrative and reference tool and should reflect more accurately what is being sent to depository libraries.

RESPONSE: The Acquisitions Section of LPS routinely follows up on all publications identified as not being distributed through the Depository Library Program. LPS becomes aware of missing publications through a variety of sources, including our own internal systems, communications from individual depository libraries, and published literature such as the Sears and Lewis article cited by Council. The results of research conducted by Acquisitions are reflected in the "Whatever Happened to..." column of Administrative Notes, as well as with weekly updates to the List of Classes, and the List of Classes itself.

7. **RECOMMENDATION (SUBSTITUTE):** The Depository Library Council recommends that the Library Programs Service distribute braille publications under the same item numbers as the non-braille edition of the same title.

RATIONALE: Needs of selective depositories vary. By providing for advance selection of braille publications, costs of printing and distribution of unwanted publications may be avoided.

RESPONSE: As announced in the Vol. 9, No. 20 issue of Administrative Notes, Library Programs Service has begun distribution of the braille edition of publications under

the same item number as the non-braille edition of the same title.

8. **RECOMMENDATION:** The Depository Library Council recommends that the Library Programs Service explore the development of a cooperative system with the Sales Program and other appropriate GPO offices to identify significant titles for which paper copies should be shipped directly to all depositories, whether or not they were selected by the library.

RATIONALE: Several times in the past year, GPO has distributed paper copies of significant publications to all depository libraries, regardless of whether or not the library had selected that classification or format in the previous Annual Item Selection Update Cycle. This is a commendable service to the libraries and their users and GPO should establish a mechanism to ensure that future publications of similar significance are identified in time to receive similar treatment.

RESPONSE: GPO is in the process of examining the feasibility of setting up a mechanism to identify significant titles for which paper copies should be shipped to all depositories, whether or not they were selected by the library. As part of this assessment, GPO issued the following memorandum to the Depository Library Council:

December 20, 1988

Director, Library Programs Service

Request for Advice of Council on Establishing Criteria for Identification of "Significant titles for which paper copies should be shipped directly to all depositories"

Depository Library Council to the Public Printer

Preliminary analysis indicates that the "cooperative system" proposed in Depository Library Council Recommendation #8 (October 1988) may be operationally feasible for GPO to implement subject to any budgeting limitations. Key to the effectiveness of such a system, however, is the establishment of definitive criteria to guide GPO's selection of "significant titles for which paper copies should be shipped directly to all depositories..." Given the diversity of interests represented among depository librarians and their communities, there could exist wide variance in judgment as to what constitutes a significant title.

Council is requested, therefore, to provide a set of definitive selection criteria with examples of significant titles to be used by GPO in conjunction with our analysis of the feasibility of implementing Recommendation #8. LPS would like to receive the criteria no later than February 1, 1989.

MARK SCULLY

Upon receiving a set of definitive selection criteria from Council, GPO will assess whether or not the criteria constitute an adequate operational definition to be used by GPO personnel for consistently identifying such titles at the pre-printing stage, so that sufficient paper copies can be ordered for full paper distribution.

9. **RECOMMENDATION:** The Depository Library Council acknowledges the hard work of the Library Programs Service Acquisitions Unit and commends the staff for their ongoing efforts to acquire publications. Due to the immensity of their responsibilities, the Depository Library Council recommends that professional librarians be added to the staff of the Library Programs Service Acquisitions Unit in order to provide staff which can effectively monitor and encourage the Executive agencies to provide copies of their publications for depository distribution.

RATIONALE: The increasing incidence of unavailable documents, the small professional staff in the Acquisition Unit, the apparent inability to establish an effective program to acquire fugitive publications, and the lack of success at acquisition of various subsets of Federal government publications, when compared with commercial efforts, all lead to the conclusion that the depository program is a victim of inadequate staffing in the Acquisitions Unit.

RESPONSE: The Library Programs Service shares Council's desire that Executive agencies comply fully with the law by providing their publications to GPO for depository distribution. In an effort to improve compliance, LPS officials consulted with the Office of Management and Budget during the formulation of OMB Circular A-130, entitled "Management of Federal Information Resources," to include a provision that would serve to monitor agencies in this regard and encourage them to comply with the law. Thus, OMB Circular A-130 states, "...agencies must establish procedures to ensure compliance with 44 U.S.C. 1902, which requires that government publications (defined in 44 U.S.C. 1901 and repeated in Section 6k of the Circular) be made available to the Federal depository libraries through the Government Printing Office." This effort of the OMB to establish an

effective compliance program for their Executive agencies is appreciated and LPS stands ready to assist agencies in fulfilling their responsibilities under 44 U.S.C. 1902 and OMB Circular A-130.

Council should be heartened to learn that LPS has planned and is about to implement a reorganization within Library Division, which will group like-functions (such as document acquisitions and classification), simplify work procedures, and improve operational efficiency overall. This reorganization reflects LPS' intent to make optimal use of the fixed number of FTE (full-time equivalent) staff positions that is allowed by Congress. Under the Federal personnel system, the authority to reclassify any LPS positions into the GG-1410 "professional librarian" series is reserved to the GPO Personnel Service.

10. **RECOMMENDATION:** The Depository Library Council recommends that the Library Programs Service encourage their Acquisitions Unit to develop alternative methods for acquiring depository publications when agencies fail to respond positively to routine inquiries.

RATIONALE: GPO's "What Ever Happened To..." column has cited a number of titles which agencies have been unable to supply (Administrative Notes, Vol. 9, No. 14, p. 8, August 1988). These are titles which have already been established as depository items. Selecting libraries are entitled to receive the publications which match their selection profiles, and failure to supply these publications impairs service to the public. The Acquisitions Unit should develop alternative mechanisms for obtaining fugitive publications such as photocopies, commercial microfiche copies, etc.

RESPONSE: Publication Request forms (see attached) are sent to agencies (with copies to the Joint Committee on Printing) to try and obtain adequate distribution stock of documents not printed through GPO.

In cases where the agency cannot supply the requisite quantity of paper copies, LPS routinely attempts to get two paper copies to evaluate the suitability of the title for distribution in microfiche. If the physical format is conducive to fiche, we convert the title and distribute it to depository libraries in microfiche.

GPO is not authorized to use appropriated funds to go back to press for agency produced publications, nor are we authorized to use appropriated funds to procure commercial microfiche copies of agency-produced publications. The originating agency must bear the cost of providing the requisite number of copies for depository distribution.

PUBLICATION REQUEST

AN-v10-#4-2/89

TO:

DATE:
FROM: U.S. Government Printing Office
Library Programs Service (SLLA)
Depository Administration Branch
Washington, D.C. 20401

(Form may be returned to the
above address.)

- Under provisions of the United States Code, Title 44, Chapter 19 (Depository Library Program), the Superintendent of Documents distributes U.S. Government publications to officially designated depository libraries in the United States and its possessions. 44 U.S.C. Sections 1901-1903 and OMB Circular A-130 section 8.a(12)(b) require Government agencies to furnish copies of Government publications obtained elsewhere than from the Government Printing Office to the Superintendent of Documents for distribution to depository libraries.

Our records indicate that the following publication(s) was produced by your agency and has not been distributed to the depository libraries:

We request that you forward _____ copies of this and future issues to:

**U.S. Government Printing Office
Depository Receiving Section
Jackson Alley, Rm A-150
Washington, D.C. 20401**

Since the number of copies needed changes from time to time, if the next issue is not printed within 30 days, please contact the Acquisitions Unit on 202/275-1070 for a current quantity. Please contact this Office for quantity information as other material is issued by your Office.

- On occasion, the publication that we are trying to acquire may have been printed through GPO. If this is the case, the copies are not required from your Office; however, we request provision of the GPO Jacket, requisition, program and print order numbers below, when available. For more information, please call 202/275-1071.

GPO Jacket # _____ Program # _____ Print Order # _____ Requisition # _____

- IF THE ABOVE PUBLICATION SHOULD NOT BE DISTRIBUTED TO THE DEPOSITORY LIBRARIES DUE TO AN EXCEPTION UNDER 44 U.S.C., PLEASE CHECK THE APPROPRIATE BOX BELOW.

- "[O]ffical use only or for strictly administrative or operational purposes which have no public interest or educational value" 44 U.S.C. § 1902. No copies are available to the public.
- "[C]lassified for reasons of national security" 44 U.S.C. § 1902. Should not be listed in the Monthly Catalog.
- "[C]ooperative publication which must necessarily be sold in order to be self-sustaining." 44 U.S.C. § 1903.
- Not a U.S. Government publication as defined by 44 U.S.C. § 1901.

- IN ADDITION TO ASSURE THE CORRECT LISTING OF THIS PUBLICATION IN THE MONTHLY CATALOG OF THE UNITED STATES GOVERNMENT PUBLICATIONS, PLEASE COMPLETE THE FOLLOWING:

- Publication is available for sale by _____ Price _____
- Publication is free to the public upon request.

Frequency of issue is (circle) monthly, annual, irregularly, one-time, other _____

(Signature of Respondent)

(Date)

12. **RECOMMENDATION:** The Depository Library Council recommends that GPO explore alternative ways of distributing titles designated for microfiche distribution when those titles are not suitable for conversion to conventional microfiche, i.e., oversize publications, publications containing maps, color, etc.

RATIONALE: There have been several notices in recent issues of Administrative Notes that indicate such titles will not be distributed at all since they cannot be microfiched. This appears to be a major shift in GPO procedure since similar situations in the past have resulted in paper distribution for the title in question.

RESPONSE: GPO routinely attempts paper distribution when the format of documents designated for microfiche distribution prohibits their being ficed.

When a significant number of publications associated with a single item number cannot be microfiched, LPS will change the item format from microfiche to paper.

When the bulk of publications associated with a single item number are ficheable, occasionally LPS will receive individual documents that cannot be ficed. In these cases, the decision-making process is as follows:

When the document is printed through GPO,
if it is a Sales item,
 LPS will request copies from Sales;
if Sales cannot supply, or if document is not a sales item,
 LPS will reprint.

When the document is not printed through GPO, LPS will request paper copies from the agency;
if the agency supplies paper copies,
 LPS will distribute;
if the agency does not supply paper copies,
 LPS cannot distribute, since there is no authority for LPS to reprint publications unless they were initially printed through GPO.

Thus, it is likely that the "several notices in recent issues of Administrative Notes that identify titles which will not be distributed because they cannot be microfiched" do not indicate a major change in GPO policy; rather, they are instances in which the publication is not printed through GPO. The "similar situations in the past" which have resulted in paper distribution are undoubtedly documents that were printed through GPO.

13. **RECOMMENDATION:** The Depository Library council requests that Library Programs Service explore and develop ways to ensure that those distribution policies that apply to regional libraries also apply to shared regionals.

RATIONALE: Regional libraries receive all the titles which are shipped. Shared regionals are treated in the same manner as selective depositories, and receive "rain checks" instead of documents when Library Programs Service has insufficient quantities for distribution. Furthermore, some items are shipped only to regionals. Complete distribution would ensure the availability of these items within states that are served by shared regionals and would encourage new systems to accommodate the provisions of regional service within states where no regional library currently exists.

RESPONSE: The current configuration of the Lighted Bin System recognizes shared regionals as selective libraries. LPS is investigating the feasibility of reconfiguring the system to uniquely identify shared regionals so that they do not receive rainchecks, and that publications, which are only sent to regionals, would be sent to each library of the shared regional if there is sufficient quantity.

14. **RECOMMENDATION:** The Depository Library Council recommends to the Public Printer that funds be made available to send Library Programs Service staff members to meetings of major library associations, such as the ALA and AALL, both to represent the GPO within the Library community and to further the professional development of Library Programs Service personnel.

RATIONALE: Due to an unfortunate budgetary situation, attendance of Library Programs Service personnel at annual library association meetings in the summer of 1988 was curtailed. No representative was able to attend the AALL meeting and fewer attended the ALA Annual Meeting than in past years. Council feels this was a disadvantage to the library community and to Library Programs Service, and the Depository Library Council hopes that this will not recur.

RESPONSE: The Acting Public Printer is pleased with Council's acknowledgement of the value of GPO representation at major library association meetings. GPO will continue to place a high priority on staff attendance at these meetings, within the Congressionally-mandated limits of our travel budget. The events of the summer of 1988, which curtailed GPO participation in professional meetings, were unfortunate. However, no organization in GPO is immune to fiscal constraints. While we all hope

such a situation will not recur, we must recognize that future policy developments and budgetary limitations could impose new restrictions at any time.

15. **RECOMMENDATION:** The Depository library Council recommends that the Public Printer support the request of Regional Depository librarians for a Fall 1989 workshop in conjunction with the regular meeting of the Depository Library Council. We further recommend that Council members be included in the workshop.

RATIONALE: The regional depositories held a productive workshop and have several projects in motion to improve services and collection management which would be enhanced by their continuing contact as a group. Council members participation would ensure that we are fully informed and aware of the problems and concerns of regional depository libraries.

RESPONSE: The Acting Public Printer supports a Fall 1989 workshop of Regional Depository librarians, to be held in conjunction with the regular meeting of the Depository Library Council. Additionally, he encourages all Council members to attend, to ensure that they are fully informed regarding the issues related to Regional depositories. However, GPO cannot be responsible for Council members' expenses incurred in attending a Regional workshop.

16. **RECOMMENDATION:** The Depository Library Council recommends that future Fall Council meetings be scheduled during the third week of October.

RATIONALE: The Columbus Day Holiday on the Monday of the second week in October prevents opportunities for communication of the Depository Library Council with GPO personnel and other Federal government officials. The days before the Council meeting may be critical for last minute arrangements.

RESPONSE: The Superintendent of Documents agrees to schedule future Fall meetings of the Depository Council to the Public Printer during the third week of October.

Table of Contents

Agenda, Spring 1989 Depository Library Council Meeting ...	1
Inspection Team Update	4
Improved Quality and Service from the Depository	
Distribution Division	4
Depository Distribution Division Statistics, FY1989	5
Classification and Cataloging Branch Improves Services ...	6
Progress Through the Information Technology Program	7
Marketing Office Welcomes Your Poster Ideas!	7
Daily Congressional Record Indexes	8
Status of Microfiche Contracts	9
Update on the Bound Congressional Record	11
USGS Map Update	12
Responses to Fall 1988 Council Recommendations	14

Administrative Notes is published approximately twice a month by the Superintendent of Documents, Library Programs Service, Government Printing Office. Address inquiries to: The Editor, Administrative Notes
Government Printing Office
Library Programs Service, SLLC
Washington, DC 20401



